

**REQUEST FOR APPLICATION
(RFA)**

The City of Santa Fe

**Community Services Department
Youth and Family Services Division
Application for Human Services Funds**



RFA # 22-04-R-RFA

ISSUE DATE: February 25, 2022

DUE DATE: March 28, 2022

I. BACKGROUND INFORMATION

The City of Santa Fe Youth and Family Services Division in cooperation with the Human Service Committee is seeking applications for the Human Services Fund. This funding is to provide navigation services to City of Santa Fe residents and maintain a safety net of services to meet the essential health and human service needs of residents ages 18 and older. The City of Santa Fe wishes to ensure that these essential services—including primary health care, access to basic material goods and services like food and shelter, and mental health counseling and related crisis services—are readily available to residents.

During the fall of 2021, the Human Services Committee (HSC) completed a Strategic Action Plan for the 2022-2025 cycle. The following priorities and their corresponding outcomes were identified:

FUNDING CATEGORY/ GOAL AREA	PRIORITY INDICATORS	AGENCY-LEVEL RESULTS
ADULT HEALTH	<ul style="list-style-type: none">● % Diabetes deaths● % Diabetes Diagnosis● % Obesity● Persons without health insurance (under age 65)● Heart Disease and Cancer● Physical Activity● Prenatal Care in 1st Trimester● Consuming 5+ Fruits and Veggies	<ul style="list-style-type: none">● Reduced A1C amongst diabetes patients.● Increased enrollment in health insurance plan for adults ages 18-64.● Increased reporting of physical activity.● Increased fruit and vegetable consumption.● Increased access of prenatal care in 1st trimester.
BEHAVIORAL HEALTH	<ul style="list-style-type: none">● Current Depression and Suicide● Suicide Deaths● Binge Drinking and Alcohol-Related Death● Drug Overdose deaths● % Adults with untreated mental illness	<ul style="list-style-type: none">● Reduced suicide deaths.● Increased use of fentanyl test strips.● Adults with substance use disorders and mental illness receive treatment.

COMMUNITY SAFETY	<ul style="list-style-type: none"> ● Fall-Related deaths and hospitalizations ● Homelessness ● Domestic Violence 	<ul style="list-style-type: none"> ● Reduced risk of falls or reported falls after services. ● Clients move to temporary or permanent housing. ● Collaborate to increase affordable housing. ● Reduced incidents of domestic violence.
EQUITABLE SOCIETY	<ul style="list-style-type: none"> ● Unemployment ● % Food insecure households ● % Adults age 25+ with post-secondary education ● Households with broadband subscriptions ● Households with a computer ● Openness and acceptance of community toward people of diverse backgrounds 	<ul style="list-style-type: none"> ● Clients obtain / maintain employment. ● Increased access to healthy foods.

The Committee's Strategic Action Plan reflects key decisions made in the annual strategic planning sessions and builds upon the planning and health improvement efforts reflected in the 2018 - 2019 Human Services Committee goals. In 2018, the Human Services Committee adopted the Results-Based Accountability (RBA) methodology to develop a strategic framework that identifies funding priorities to leverage key indicators for community impact. The Human Services Committee gathered information on critical community needs and inequities identified through qualitative and quantitative data, needs assessments and information gathering.

The Human Services Committee supports non-profit organizations who provide and maintain a safety net and/or navigation services that meet the essential health and human service needs of the residents of Santa Fe ages 18 and older. Navigation and Safety Net Services are defined below:

Navigation Services: Grantees will be a part of the CONNECT network and will assist clients ages 18 and older in navigating social systems (i.e., housing, food, transportation, utilities, etc.). Navigators will make referrals based on completed screenings within the Unite Us platform. The end goal is to identify unmet social needs and support clients in ensuring their essential health and human service needs are met.

Safety Net Services: Grantees will provide social services or offer programing to clients ages 18 and older (i.e. access to healthy foods, behavioral health services, health education, homeless

shelters, domestic violence shelters). The end goal is to ensure clients are receiving the needed safety net services they are lacking.

Applicants must select from the following tiered service delivery options:

Tier I will focus on safety net services delivery, e.g., # of individuals served with units or items of service delivery such as food, clothes, hours of counseling, etc. and will use Unite Us to close referral loops.

Tier II will focus on safety net services delivery, closing referral loops screening and navigation services. Tier II respondents will screen for needs and connect individual clients to safety net services and navigate them to other priority community services. A Social Needs Screening Tool will be used to determine unmet needs. Navigation will coordinate care and services across siloed mental, behavioral, and physical health care delivery systems, leading to greater holistic and person-centered care.

Funded agencies will be required to track referrals to and (in the case of Tier I) from community service agencies participating in the CONNECT network through use of an IT system provided by the City. Billable services include tracking referrals received and sent by the funded organization as well as navigating cases.

Funding is subject to current and future revenues collected into the fund, through identified sources and budget appropriations approved by the City's Governing Body. No guarantee is made or implied by the City for the amount allocated to this RFA which will result in multiple contracts equal to that amount.

II. ELIGIBILITY

Applicants shall be limited to non-profit organizations that have been granted and currently hold tax exempt status under Section 501 (c) (3) of the Internal Revenue Code, or to applicants whose programs are covered by a fiscal agent that meets these requirements. Applicants shall provide and maintain a safety net of services to meet the essential health and human service needs of Santa Fe residents ages 18 and older.

Applicants shall possess professional liability insurance and be able to show proof of workers compensation. The City will certify it has completed its review of the application; determined that the application is complete; determined that the requirements listed in this document are met. A "Qualifying Grantee" is defined as:

- A non-profit organization approved by the City of Santa Fe; and
- Has a functioning accounting system that is operated in accordance with generally accepted accounting principles or has designated an entity that will maintain such an accounting system consistent with generally accepted accounting principles; and

- Is a non-profit organization that provides safety net services to individuals ages 18 and older; and
- If a non-profit organization, has no part of its net earnings inuring to the benefit of any member, founder, contributor, or individual; and
- Is approved by the City of Santa Fe as a “Qualified Grantee” as determined by the submittal of materials required in this solicitation.

III. FUNDING/AWARDS

Funding for the Human Services Fund comes from 2% of the City’s share of the state gross receipts tax for support services for the residents of the City of Santa Fe at approximately one million dollars annually. Funding award amounts for the grant year will be capped at \$150,000.00 per year or \$450,000.00 for the total over three years.

Contract terms will vary by the service delivery option chosen. Tier II essential navigation service contracts may be awarded up to 8 years with the option to renew. Tier I and Tier III are for three years and will be based on a review of the performance in the first and second year by the Committee, the annual needs assessment findings, audits and site visits. Applicants currently receiving other city funding may apply for the Human Services Fund; applicants will need to disclose all current city funding and applications will be reviewed by the Committee based upon specialized programs, services, and community needs.

The Human Services Committee members recommend that funding be awarded to grantees that demonstrate excellence on the below funding criteria:

- Current and proposed program or organization involvement in community-wide collaborative activities (e.g., coalition membership, interagency project collaboration);
- Alignment with the City of Santa Fe Human Services Committee Strategic Action Plan 2022-2025;
- Committee designated strategies will be prioritized for funding;
- Demonstration of a plan to address disparities, gaps and report on results;
- Demonstration of performance accountability for services they provide (e.g. data on adults ages 18 and older are better off as a result of the service provided);
- Prior history on grants awarded over the past two years including on-time reporting, progress on performance measures, appropriate and timely use of past awards;
- Extra points will be awarded based on effectiveness of collaboration with other non-profit organizations and partnership with the City Youth and Family Services Division and/or Community Services Department;
- Project budget rationale; and,
- Qualifications of personnel.

The following criteria will be evaluated by the HSC to make funding recommendations:

- Eligibility: Applicants shall be limited to non-profit organizations that have been granted and currently hold tax exempt status under Section 501 (c) (3) of the Internal Revenue Code, or to applicants whose programs are covered by a fiscal agent that meets these requirements.

Applicants shall possess professional liability insurance and be able to show proof of workers compensation—if services rendered are not professional or if agency doesn't qualify for workers compensation, agencies will need to seek a waiver through the City of Santa Fe Risk Management and Safety Office, for questions or eligibility information call 505-955-5622.

- Payment and Compensation: Funding is on a deliverable basis with the rate of pay calculated per unduplicated customer/client served. Compensation will be requested quarterly using an invoice which shows cost per participant and the new clients served. Payment will be based on the participants participation in the continuum of services, a referral going out or a referral coming in can be billed for to demonstrate that an individual is being navigated.

Funding is primarily intended to pay for direct services for the community, rather than to pay for administrative costs. However, we recognize that other funding sources for client services do not always adequately cover the cost of operations and administration. Direct administrative costs for the program shall be as low as possible but not to exceed 30% and should be detailed in the budget section of the proposal. For additional service billing information see Budget Attachment C.

- Reporting Requirements, Audits and Site Visits: Reporting requirements are biannual with a final report, as specified in the example CYC contract. Site reviews and/or visits are conducted by City staff members or consultants. Funded programs may be expected to participate in several training and technical assistance opportunities during the funding year.
- Fiscal Sponsorship: Fiscal agents are responsible for program management, financial reporting and all contract requirements. If your organization is using a fiscal agent, the agent will process the reimbursement requests. If your organization is using a fiscal agent:
 1. Fiscal agent fees shall not exceed 12%.
 2. All official documents and signatures must be those of the fiscal sponsor, not your own program.

The proposal is to be awarded to multiple venders based on qualified proposals as per the enclosed rating system and at the discretion and consideration of the governing body of the City of Santa Fe. The selection Committee may interview multiple proponents; however, contracts may be awarded without such interviews. At its discretion the city reserves the right to alter the membership or size of the selection Committee. The City reserves the right to change the number of firms interviewed.

The Human Services Committee recognizes that disparities between demographics exists within the City of Santa Fe. In order to help individuals ages 18 and older obtain navigation services, the Committee is dedicated to addressing social determinants of health and evaluating outcomes. This is done through navigation services which are offered to ensure each individual's needs are being met. Funding will be targeted to the following priority populations within selected indicators:

- Low income and very low-income adults ages 18 and older living in the City of Santa Fe (per the chart below).
- Individuals ages 18 and older with high disparities (American Indian/Alaska Native, African American/Black, Hispanic, and immigrants)

Median Family Income:	FY2021 Income Limit Category:	FY2021 INCOME LIMITS SUMMARY SANTA FE, NM PERSONS IN FAMILY							
		1	2	3	4	5	6	7	8
\$73,000	Very Low (50%) Income Limits	\$25,550	\$29,200	\$32,850	\$36,500	\$39,450	\$42,350	\$45,300	\$48,200
	Extremely Low-Income Limits	\$15,350	\$17,550	\$21,960	\$26,500	\$31,040	\$35,580	\$40,120	\$44,660
	Low (80%) Income Limits	\$40,900	\$46,750	\$52,600	\$58,400	\$63,100	\$67,750	\$72,750	\$72,450

<https://www.huduser.gov/portal/datasets/il/il2021/2021summary.odn>

IV. PERFORMANCE OUTCOMES

To ensure funding is having a direct impact on the overall well-being of adults ages 18 and older in the community, the Human Services Committee uses the Results-Based Accountability (RBA) framework and requests that Applicants focus on addressing the Social Determinants of Health for each individual served.

RBA is a process and strategic planning tool agencies can utilize to focus on results and outcomes. Data is captured via the RBA framework and can assist the organization in identifying

whether clients have been positively impacted by the services they have received. A consulting team is available for free of charge to funded applicants. The consulting team is able to train, assist, and support grantees in identifying measurable results utilizing the RBA framework, performance evaluated to determine: How much did we do? How well did we do it? Is anyone better off?

Additionally, the Human Services Committee understands health starts at the individual level within homes, schools, workplaces, and neighborhoods. It is understood that an individual's overall health will have an impact on the health of the community as a whole. Health is also determined by the local conditions where individuals live. Whether a person has access to social and economic opportunities, access to local resources and supports; high quality, affordable schooling; safety in the workplace; and access to clean water, food, and air can determine whether individuals are healthy or less healthy than others.

The Human Services Committee is seeking applicants who will utilize the RBA framework keeping in mind the impact of Social Determinants of Health to address the following priority funding categories:

- 1) Adult Health
- 2) Behavioral Health
- 3) Community Safety
- 4) Equitable Society

IV. APPLICATION SEQUENCE OF EVENTS

PROPOSAL SCHEDULE RFA # 22-04-R-RFA

The Human Services Committee will meet on April 19, 2022, to identify the final recommendations of the applications submitted. Potential interviews with applicants will take place the week prior to this date. The recommendation of award will be presented to the Governing Body in May and all contracts will be executed by July 1, 2022.

DATES FOR CONSIDERATION BY THE CITY COMMISSIONS AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.

V. QUESTIONS ABOUT THE APPLICATION PROCESS

All questions must be submitted via email to Christa Hernandez, Youth and Family Services Program Manager, chernandez@santafenm.gov.

Written responses to written questions will be posted on the City's website:
https://www.santafenm.gov/funding_opportunities for the benefit of all applicants.

A non-binding letter of interest may also be emailed to Christa Hernandez, Youth and Family Services Program Manager at chernandez@santafenm.gov. This will ensure all prospective applicants receive notice of changes to this application process. The letter of interest is a simple note indicating you intend to apply for funding, a brief description of the proposed project, and contact information for the organization.

VI. PRE-APPLICATION ORIENTATION INFORMATION SESSION

All interested applicants may attend the optional pre-application orientation session via Zoom. This meeting is to ensure understanding of the application process and requirements for funding. The virtual meetings will take place on **March 4th, 2022, from 10:30-noon and on March 9th, 2022, from 1:00-2:30pm.** Please email chernandez@santafenm.gov to receive a meeting link. Spanish interpretation provided upon request.

An archived recording of this information session will be made available on the City's website, https://www.santafenm.gov/funding_opportunities, along with a procurement library that contains links to useful resources.

VII. APPLICATION SUBMISSION AND DUE DATE

Complete and signed applications are due to the Youth and Family Services Division no later than **5PM MDST/MST on March 28, 2022.** Applications must be submitted via email to:

- chernandez@santafenm.gov
- Christa Hernandez, Youth and Family Services Program Manager; RFA Name: Application for the Human Services Fund; RFA Number: **22-04-R-RFA**
- Late and incomplete submissions will not be accepted.

VIII. APPLICATION FORMAT AND RESPONSE

All proposals will be reviewed for completion by staff members of the Community Services Department. Proposals will then be forwarded to the Human Services Committee for their formal review. In the event the Committee has additional questions, Applicants will be scheduled to address the questions during provider hearings. Organizations making new requests for funding may be required to furnish additional information prior to the provider hearings. The members of the Human Services Committee will make funding recommendations to the Finance Commission of the City Council.

The following must be submitted as part of the application:

- 1) **Agency Capacity, Qualifications, and Data Collection**

- a. A cover letter signed by the person who is empowered by the organization's governing body to make application for funds stating that the information provided is true and correct to the best of the Applicant's information, knowledge, and behalf. The letter must provide the contact name and information for the person responsible for the Application, the name of the Project and the amount of funds requested;
- b. Purpose, goals, objectives, services of the proposed program, a description of the proposed plan and how the services offered will improve the selected indicator.
- c. Description of how the proposed program will fulfill essential need(s) in the community and how it will serve the at-risk individuals or population(s). Include local or state data to demonstrate the need.
- d. Explanation of whether this project or program is a new or existing service, a significant expansion to service, innovative and/or an evidence-based program.
- e. Description of the plan for collecting data to evaluate the performance of the funded program.
- f. Description of how the organization will collect data that demonstrates the funded program is aligned to make a positive impact on the selected indicators.
- g. Description of how the organization is reviewing local, statewide or national program-specific outcome data and comparing it with the organization's program-specific outcome data.
- h.

2) Organizational Stability must include:

- a. Organizational chart which includes the administrative structure of your organization, reporting relationships, and all positions from program staff to administration. Include fiscal agent if applicable.
- b. Provide a key list of staff positions for the project and outline the role, hourly wage, credentials, and relevant experience.
- c. Provide a brief sentence or paragraph on the role, duties, and level of effort of key staff in the program.
- d. Provide a detailed three-year budget of the program being requested for funding, include actual prior year budget.
- e. Include a brief statement of how Human Services Funds will support the program and outline plans for sustaining the program beyond the grant period.
- f. Provide at least *one* of the following current year-to-date financial statements of: actual vs. budget, income and expense, or a current balance sheet outlining available liquid, and debt level.
- g. Provide a list of corporations, foundations, other City of Santa Fe funds, and other major sources of funding (committed, pending, and anticipated) with dollar amounts. Please indicate the percentage of total funding each source of revenue contributes. **(Please use attachment B)**
- h. Description of how the board is active in financial decisions; submit board minutes

- describing or outlining the process.
- i. Provide the most recent IRS 990 form.
- j. If the agency has a combined budget totaling \$500,000 or over, please provide most recent audited financial statement for the entire organization.

3) Collaboration must include:

- a. In detail explanation of any collaboration with other organizations in the community including City of Santa Fe Community Services Department Library Division, Senior Division, and/or Youth and Family Services Division required to implement the proposed program. Description of the processes of program planning (include MOUs/Charts/Graphs, etc. if applicable), implementation, community engagement and any planned evaluation activities.
- b. Description of how the organization will ensure wraparound services for program participants, specifying the nature of your collaboration with other entities.
- c. Demonstrate the effectiveness of the organizations collaboration with selected indicators and how collaboration will contribute to the desired outcomes or results.

ANY PROPOSALS SUBMITTED WITHOUT MANDATORY DOCUMENTS WILL BE DISQUALIFIED.

IX. APPLICATION EVALUATION FACTORS

A scoring rubric will be used to score applicants on the criteria above on a 100-point evaluation, funding amounts *may* be awarded according to an approved HSC formula. Scores of the evaluation committee members will be totaled to determine the top-rated projects.

APPLICATION FACTORS				
CRITERIA	Weighted Value	Evaluation Points (1-5)	Total Points	Max. Score
1. Agency Capacity, Qualifications and Data Collection <ul style="list-style-type: none"> • Cover letter • Proposed plan thoroughly explaining how organization will improve selected indicator; how it will fulfill essential need(s); and how it will serve at-risk populations; • Explanation of whether program is innovative or evidence-based; whether it is a new or existing service 	40%			100

<ul style="list-style-type: none"> Data collection plan and explanation of how ongoing program/service evaluation will occur 				
2. Organizational Stability <ul style="list-style-type: none"> Budget Narrative- to include a three-year budget of program requested including actual prior year budget Board and Program Narrative – to include organizational chart with staff positions, their roles, and expertise Explanation of how programing or services offered will be sustained past grant period 	60%			250
3. Collaboration <ul style="list-style-type: none"> Description of collaboration with other local organizations in the community and how the organization will ensure wraparound services for program participants Demonstrate effectiveness in collaboration to impact desired outcomes 				50 extra points
TOTAL:	100%			400
EVALUATION POINTS: 1 -- Lowest 5 – Highest				

Appendix A

Cover Letter

**City of Santa Fe
Human Services Fund Application
FY2023-2026**

Name of Nonprofit Organization:							
Name of Executive Director:							
Name of Board President:							
Name, Contact Information (Address, Phone, and Email) of Person Submitting Request (Fiscal Agent if applicable):							
Amount Requested by year:		Year 1:	Year 2:		Year 3:		
Goal Area to be addressed: <input type="checkbox"/> Adult Health <input type="checkbox"/> Behavioral Health <input type="checkbox"/> Community Safety <input type="checkbox"/> Equitable Society							
Cost Per Participant:							
Service being requested for funding: <input type="checkbox"/> Navigation Services <input type="checkbox"/> Safety Net Services							
Brief Program or Service Description: 							
Proposed number of unduplicated participants:							
Recipient Status: <input type="checkbox"/> Previous Recipient <input type="checkbox"/> New Applicant							
 Signature of Executive Director or Board President				 Date			
 Signature from Fiscal Agent				 Date			

APPENDIX B

CAMPAIGN DISCLOSURE STATEMENT